

## Instructions for Allotting Savings Incentive Allocation

The Savings Incentive Account, as set in statute by the Legislature (RCW 43.79.460), is a nonappropriated, allotted account. Agencies having allocations from this account may spend them without appropriation, but only after an allotment has been approved by the Office of Financial Management (OFM).

Agencies planning to spend this allocation should submit a packet in the **A600 series to OFM before spending takes place**. Agencies are not allowed to exceed their remaining account balance. Refer to the agency's Expenditure Authority Schedule or the Savings Incentive Balance Sheet for details:

<http://www.ofm.wa.gov/budget/info/savings/SIAAgencyExp.pdf>

These A packets should use the appropriation code **976**.

Please keep in mind that this allocation may be used only for one-time activities that improve the quality, efficiency, and effectiveness of customer services, such as one-time expenditures for employee training, employee incentives, technology improvements, new work processes, or performance measurement. This funding may not be used to create new or expanded services or ongoing obligations.

Please direct questions regarding this allotment to your OFM budget analyst.